



Inside SAIS

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*Please send your
comments and
suggestions to:*

insidesais@ade.az.gov



New Report: SdSUPP71 Support Program Report

The SdSupp71 Support Program Report lists students with needs classified as Economic Disadvantaged, Behavioral Disadvantaged, and Academic Disadvantaged. SdSupp71 can be generated in PDF, XML, or text at a school level. Report details include the student's SAIS ID, name, gender, need type, track number, service type, and service entry date. Currently the report does not dis-

play students with Needs of 'Eligible for reduced fee lunch' or 'Eligible for free lunch'.

Support Programs

ALL transactions related to Support Programs are required for FY 2004. Note that there is NO integrity or aggregation for these transactions (for this fiscal year). Once the transactions are successfully uploaded, you should be able to see the results on the sdSUPP71 report; that is your verification that the data has been accepted on SAIS.

SAIS Changes for School Year 2004-2005

The following FY2005 changes for the SAIS system are posted on ADE's main SAIS web page: www.ade.az.gov/sais/. Full detailed requirements will be available February 16th on the SAIS Design/Requirements Documents web page: www.ade.az.gov/sais/saisdbdocs.asp.

Published January 30, 2004:

Following are the required changes to the SAIS system for the 2004-05 School year, and which will affect the SMS systems feeding SAIS. Detailed requirements can be found in the SAIS transaction requirements documents to be released February 16th on ADE's SAIS Design/Requirements website, www.ade.az.gov/Sais/saisdbdocs.asp.

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General Requirements

File header: A new field will be added to identify the entity's SMS product name.

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Membership

A new element capturing additional supplemental withdrawal reasons will be added to the Student Withdrawal transaction. Note: This element was originally introduced in the FY2004

SAIS Changes document, but implementation was postponed to the 2004-05 school year. Additional allowed codes are specified for FY2005 later in this document, in the section titled "Code Values".

Note that the reasons required to be reported would not apply to the vast majority of students who withdraw from school prior to the scheduled last day of session.

Four values for this element are being introduced for FY2005.

- NCLB (School Choice: Parent Choice Option) requires ADE to collect withdrawal due to school labeled underperforming.
- NCLB (School Choice: Unsafe School Option) requires ADE to collect withdrawal due to school labeled persistently dangerous.
- NCLB (School Choice: Unsafe School

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Option) requires ADE to collect withdrawal due to Individual Transfer Option (victim of a violent crime or a criminal act).

- ARS §15-1042.H instructs ADE to collect withdrawal due to "pregnancy or biological parent of a child." Schools are not required to find out whether or not students are leaving school because of pregnancy. If the school does receive that information, however, it should be reported. As stated in the new legislation: "[T]he student level data shall include reasons for the withdrawal if reasons are provided by the withdrawing pupil or the pupil's parent or guardian."

ADE will add the new values to the standard **Official Notice of Pupil Withdrawal Form**. However, if an LEA decides that, operationally, they prefer to collect these new values via another means, ADE is also providing a new form called the **Supplemental Withdrawal Form**. Both forms and instructions can be found at ADE's SAIS Design/Requirements web page on February 16.

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The **School Student ID** will be a required field on the Student Personal Information transaction.

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The concept of **Share** will be removed from SAIS. Related fields will be renamed to "filler" fields and their contents will be ignored for FY2005. These fields will be reused in a future year.

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Mid-year change to calendar **Track** for a membership will be allowed.

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SAIS will begin collecting student attendance data for **community colleges** for classes that count towards the student's graduation requirements, as required by ARS §15-1042.A.2.

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SAIS will require **valid values for all elements**, including those that ADE has permitted thus far for LEA's to populate with temporary values. (See section "Recommended values for missing elements" in the Transaction Elements document, at ADE's SAIS Design/Requirements website. SAIS will reject the published temporary values.)

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Allow a student's **Foreign Exchange Indicator** to be changed to the membership-level, since discrepancies among memberships materially affect funding.

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Needs

Special Education Exit Reasons. One new Exit Reason will be introduced: "Transition to kindergarten." Exit Reasons will now be required only for certain ages, and the reasons will be specific to stated ages/grades.

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SAIS will collect Special Education **IEP information for 3 year olds not yet in preschool**, in order to comply with FAPE. This will be a new transaction to capture the elements for a child at a specified school: Initial IEP meeting date, proposed date for initiation of services.

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Data for the Need Code of **Chronic Illness/Condition** (12) will no longer be collected by SAIS until further notice. This data will not be used by SAIS until the Absence Approvals process is incorporated into SAIS sometime in the future. This is not scheduled to be included for the foreseeable future.

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NEW PORTAL

The SAIS web is being re-modeled into a new **PORTAL** that will serve as a single, easy-to-navigate source for all SAIS-related business. Please take a look at the Portal at <http://portal.ade.az.gov>, and please bookmark it for ready access.

The **MIS Bulletin Board** and the **SAIS Known Issues** have already moved to the Portal (find them under the "News" heading). By April, we expect to offer summary information reports. School districts and charter schools will see them at the top level, then drill down to detail information. The initial phase focuses on a Student Summary page where the user can drill down to the transaction history of an individual student.

Other new content is available, including discussion boards for SAIS software vendors and general SAIS discussions (under the "Community" heading). The Portal will grow to incorporate all SDDI functionality, any other Student Detail web pages, and all other financial-related web pages. Eventually, areas beyond SAIS may be incorporated, as well.

MIS is making a major effort to ensure that Portal content is kept accurate and up-to-the-minute, with emphasis on the **MIS Bulletin Board** and **SAIS Known Issues**. Please check these areas often.



The Need Code of **School Improvement** (17) will be eliminated. This element describes a school rather than a student, and as such was misplaced in the table listing student needs.

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Giftedness: Not a system change to SAIS, but rather a reminder: beginning in FY2005, ADE's Giftedness area will use the data submitted for Gifted Support Program Participation to calculate participation counts for required reporting.

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Language: Assessments

- All four existing code values for Assessment Method will be deactivated after the end of FY2004.
- New code value for Assessment Method "Arizona Language Assessment" is added for FY2005.
- New code value for Assessment Result "Continuing ELL" is added for FY2005.
- New attribute will be added to the Student Assessment transaction, "Assessment Score" is added for FY2005. It will be the numeric score of the student's assessment.

Language Programs

- New Language Program Code of "Reclassified due to IEP team decision" is added for FY2005.
- Each Language Program Participation Transaction will require that a valid Assessment be submitted to SAIS: the Assessment must have an Assessment Result of New ELL, Continuing ELL, or ELL after Reclassification, and an Assessment Date within 1 year of the Language Program Participation's Program Entry Date. NOTE: Since some LEA's submitted incomplete Assessment data in FY2004, discrepancies with the date rule will only issue warnings for FY2005; they will become failures in FY2006.
- Note: Students with Assessment Result Code of Fluent English Proficient + Language Program Participation Program Exit Reason Code of "Reclassified as FEP by Reassessment" form the basis of the Teacher Bonus Fund. A student may qualify for this group only once in his/her lifetime.

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Test Labels

Data elements required for generating **test labels**

and not already available in SAIS will be collected for each student at an LEA, via a new SAIS transaction. The elements are:

- Group Name
- Group Code
- "Other Information": named by Harcourt Brace but not defined at time of this publication
- Number of Labels per Student: named by Harcourt Brace
- Number of years in the school*
- Number of years in the district*
- Special Program Membership: 504 Accommodation
- Special Program membership: Vocational Education
- Special Program membership: Home School
- Beginning in Grade 1, number of years classified in current English Proficiency Level*
- Number of years in the current EL Program*
- Disabilities: Braille
- Disabilities: Large print

**As history builds in SAIS, ADE will be able to determine this element.*

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Code Values

New **Country Codes** are being added, in compliance with ISO 3166: Serbia (Serbia & Montenegro), Timor (Timor-Leste)

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Additional supplemental withdrawal reasons (as described earlier in the "Membership" section of this document). Four values are being introduced:

- School Choice: School labeled underperforming
- School Choice: School labeled persistently dangerous
- School Choice: Individual Transfer Option (victim of a violent crime or criminal act)
- Pregnancy/Biological Parent of a Child

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Notifications and Recommendations

Free Lunch Eligibility and **Reduced Price Lunch Eligibility** needs are required to be reported in SAIS for all children eligible for one of these services, even if they are not receiving the service. Failing to submit this data will result in funding being withheld.

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All **Activity Codes** must be submitted to SAIS in FY2005. ADE will conduct an additional year of parallel testing to verify that submitted activity codes match aggregated Year End Enrollment figures, but keep in mind that failure to submit all required Activity Codes negatively effects AYP.

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Information for all students must eventually be submitted via SAIS Student Details, so in FY2006 ADE will no longer support the **DelRep** product. More on this topic in the next *Inside SAIS*.

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Recommended SMS change for **ELL**: ELL should always tie up to a membership at the school, so that when a membership ends the ELL program participation should end as well. Prompting the LEA for an automatic ELL exit would help the LEA's in these situations.

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The **grade** reported to SAIS for a child should be the same for Membership and for SPED. (See the age/grade validations table on ADE's SAIS Database Design/Requirements web page mentioned earlier.) In FY2005, SAIS will introduce this validation, producing only warnings for discrepancies, in order to allow LEA's one year to learn how to coordinate that information at their schools. Discrepancies will begin generating SAIS failures in FY2006.

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Existing documentation states that SAIS will begin to fail **orphaned transactions** caused by receipt of an earlier-dated withdrawal transaction (e.g., SAIS would generate a failure for an absence dated 2/15 if a subsequent withdrawal dated 1/30 is submitted to SAIS.) After further consideration, SAIS will not implement this failure.

ELL Reminder

ELL cannot exist without an ADM grade membership for each day of the ELL program. Some examples where ELL Integrity will fail, and what to do to correct:

Student is withdrawn from ADM membership, but ELL is not exited.

Enter an ELL Exit Date to tie up with the membership withdrawal date/Submit an ELL change transaction, entering the end date of the membership as the ELL end date.

Student is enrolled in ADM membership and ELL participation - then the ADM enrollment is deleted.

An enrollment delete (001 delete transaction) does not delete ELL (or Sped) participation for the student. You must also delete the ELL (013 delete transaction). This is especially important if you delete an enrollment, only to add an enrollment with a different start date. This will cause ELL to be out of sync with ADM membership, you need to delete the ELL program and re-enter it with the new membership start date too.

Student is enrolled in an ELL participation, but was never enrolled in the school.

ELL will always fail this scenario as you cannot have an ELL participation without an ADM grade membership. This type of scenario is often seen with either a summer withdrawal entered for the student or no other membership at all. The ELL must be deleted.

New report now available sdADMS80-1 Charter/Public Concurrency report

In response to ARS §15-185.C, amended by HB 2098, School Finance and Management Information Systems have developed a concurrency report, sdADMS80-1, which identifies each student that has a district and charter concurrency that needs to be validated in accordance with ARS §15-185.C. The report is located on the SDDI Download page, it is presented in LAST NAME sequence. An application for each school district and charter school to validate these student memberships having a district and charter concurrency will be released by mid February to allow this validation to take place. LEA's will have to review and validate the enrollment of the students listed and verify that their enrollment date, withdrawal date where appropriate and their FTE is valid. Watch the School Finance Bulletin Board for a formal memo relating to this.

Please take advantage of these helpful links:

The new **PORTAL** at <http://portal.ade.az.gov>

SAIS **Code Values** at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>

The MIS **Bulletin Board** has moved to: <http://portal.ade.az.gov/News/default.aspx>

SAIS-Related **Issues** has moved to: <http://portal.ade.az.gov/SAIS%20Information/default.aspx>